

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Leadership Associate (Confidential)
Target Class: Human Resources Associate
Small Agency Resource Team

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To:	Public
Location:	165 Capitol Avenue, Hartford, CT
Job Posting No:	3342-LA
Hours:	Full Time/40 hours per week
Salary:	5% below minimum of MP57 (\$57,987) for employees new to state service. (See class specification for Leadership Associate for more detailed information regarding salary.) Human Resources Associate– MP57: \$61,039 - \$83,233 annually
Closing Date:	June 1, 2015

The Department of Administrative Services (DAS) is currently accepting applications for a Leadership Associate position with the target class of Human Resources Associate to be assigned to the Small Agency Resource Team. The Department of Administrative Services, Small Agency Resource Team provides a full range of complex human resources support services for multiple state agencies and is seeking a candidate who is energetic, business-minded individual with Human Resources knowledge gained through work experience and/or education to join our Human Resources team.

This position will be accountable for performing tasks related to the preparation and maintenance of human resource records; researching organization and positions functions; participate in recruitment process, orientation and promotion process; to include Reemployment/SEBAC, interviews, employment references; the position will work closely with AA throughout the recruitment process; will be responsible for interviews, monitoring working test periods; counsel and advise employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; calculate longevity and salary adjustments; managing agency employee evaluation program to ensure evaluations are being completed on an annual basis as well as timeliness for working test period assists in training operations; conducts turnover analysis; responsible for coordinating FMLA documentation for requests for leave and eligibility; review bi-weekly reports for FMLA and medical certificate requirements; performs related duties as required.

Development/Training Program

The length of the development/training program will be two (2) years and will include formal and on-the-job training and formal classroom training. Incumbents must successfully complete all requirements of the development/training program in order to be promoted to the target class (Human Resources Associate).

Eligibility Requirement:

In order to be considered for this position, candidates must meet the experience and training requirements of the Human Resources Associate job classification (listed below) upon completion of the Leadership Associate development/training program.

Minimum Experience and Training requirements for Human Resources Associate are:

General Experience:

Six (6) years professional experience in human resources management, payroll or equal employment assurance.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees two (2) years as a Human Resources Assistant may be substituted for the General Experience

Notes Regarding Eligibility:

- Candidates that already meet the experience and training requirements for Human Resources Associate classification as detailed above are not eligible for consideration for this Leadership Associate position.
- Candidates that will not meet the experience and training requirements for the Human Resources Associate position within the two (2) year developmental/training program are not eligible for consideration.
- State employees currently above the salary level of MP57 are not eligible for consideration.

Knowledge, Skills and Abilities for Leadership Associate:

Considerable oral and written communication skills; interpersonal skills; considerable ability to understand and apply state and federal laws, statutes and regulations; considerable ability to analyze and solve problems; considerable ability to effect and manage change; considerable ability to plan for and implement excellent customer service; considerable ability to learn a new knowledge base in functional area; considerable ability to learn and apply policy and procedure; managerial aptitude.

Preferred Experience, Knowledge, Skills and Abilities:

The successful candidate will have:

- Experience or education demonstrating knowledge of human resources principles and practices;
- Proficiency with Microsoft Office and any Human Resources/Payroll systems;
- Experiences demonstrating attention to detail and analytical and research skills;
- Experiences demonstrating ability to be self-directed and results-focused;
- Experiences demonstrating ability to learn and apply new procedures, policies and information;
- Experiences demonstrating customer service skills;
- Experiences demonstrating ability to work as part of a team.

A degree or significant coursework in human resources management, public administration, industrial/organizational Psychology, labor relations or a closely related field is preferred.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR-12 Application Form, three (3) pertinent professional references; candidates currently employed in state service, please submit your two most recent service ratings in lieu of references and a resume (optional) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
S.M.A.R.T/HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835
OR
EMAIL to: susan.turko@ct.gov**

APPLICANTS MUST NOTE THE JOB POSTING NO. 3342-LA ON THE APPLICATION.

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER June 1, 2015 WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.